

# PARENT HANDBOOK



**May 1, 2018**

**Bumblebee Village**  
**707 N. Court St.**  
**Medina, OH 44256**  
**Phone - 330-591-0141**  
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**TAX ID - 82-1614665**  
**Open M-F 6am - 7pm EST**

Bumblebee Village is an in-home style child care center. Overall daily operation is provided by the Center Director and Preschool Director. The center is licensed by the Ohio Department of Jobs and Family Services as a child care center. The preschool is for ages 3 through 5 years, but not yet in kindergarten. The daycare is for ages six weeks to 5 years (or kindergarten eligible). A preschool curriculum is part of the daycare schedule.

“Center” will be used throughout the handbook when referring to Bumblebee Village.

### **Program Philosophy**

The philosophy of the center is to welcome and love each child as if they were our own, giving them the attention they deserve and need to grow and learn. One of the hardest things to do as a parent is to leave your child in someone else's care. We understand this struggle, and are here to help you feel comfortable and excited to give your child the Bumblebee Village experience. We are committed to great communication, daily learning, and a well-rounded way of thinking. Our teachers will utilize a formalized curriculum and Ohio's Early Learning and Development Standards when creating their lesson plans. We believe that each child is different, and learns in a different way. Using early education research, and learning about each child, our teachers can be sure that the curriculum is age-appropriate and taught in a way that will most benefit them. We maintain lower child-staff ratios than state standards in order to ensure this quality experience.

## **Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

## Hours & Days of Operation

The center will be in operation Monday through Friday from 6:00am to 7:00pm.

The center will observe the following holidays and will be closed these days:

**New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.**

\*early dismissal of 4:00pm will occur on Christmas Eve

The center will be closed in the event of a **Level 3 Snow Emergency or higher** and announced via email and text.

## Center Access

Parents will enter and exit the Center through the main door located at the top of the ramp in the back of the building. You will park in the rear parking lot, bring your child in through that door, and exit through that door. Please be aware that we have limited parking spots available, so if there is not a spot open, please be patient and let your fellow patrons out so that you can get in. When possible, try to make a right hand turn into the center, although it is not required. You are **never** permitted to park at Hunter Insurance or the tax company on either side of the center in order to pick up or drop off a child. In the event of a special occasion such as a party, meeting, or something of that nature, special parking arrangements may be made, and will be communicated to you beforehand.

Parents will use a key fob to unlock the main entrance door during business hours.

Upon enrollment you will order however many fobs you would like for your family. Each fob will require an \$8 security deposit that will be returned to you upon returning the fob to Bumblebee Village.

## Enrollment

Bumblebee Village makes enrolling quick and easy! You can find all of the forms below on our website, or feel free to drop in anytime to pick up an enrollment packet. To enroll, we just need the following items from you:

1. Enrollment fee of \$75 - Due January 1 of each year, this holds any spot for 1 year, allows full time clients to take up to 5 vacation/sick days per year without

having to re-enroll, and provides you with discounts on merchandise, events, and future enrollments. (See Time Off policy for more details on that)

2. Security deposit (if your child is not starting right away) of \$75 for each month we are holding your spot. This is applicable to pregnant mothers, or those who like to plan ahead! For example, if it is May and you are needing a spot for your child starting in August, you would pay the \$75 non-refundable enrollment fee, then you would pay an additional \$225 which would be applied toward your tuition at the time your child begins their enrollment
3. A completed JFS 01234 Child Enrollment and Health Information form completed by the first day of attendance
4. A completed family information form.
5. A completed JFS 01305 Child Medical Statement for Child Care form prior to the first day of attendance, showing all vaccinations are up to date
6. A signed media release form
7. A signed JFS form agreeing to allow Bumblebee Village to call 911 and transport
8. **Infants only** - Basic infant information form

If applicable, these items may require additional paperwork to be signed before the child can begin care:

1. JFS 01236 Medical/Physical Care Plan for children with specific health conditions or special diets
2. JFS 01217 Request for Administration of Medication form for medication administration, food supplements and medical food.

\*The medical examination must be updated every 13 months. All other paperwork is updated annually.

\*\*All forms must be reviewed and approved by the center administrator before the child is considered fully enrolled, and may attend the center.

\*\*\*All forms are available on our website at [www.bumblebeevillage.com/enrollment](http://www.bumblebeevillage.com/enrollment)

Please keep in mind that if all forms are not current, your child's care could be temporarily suspended. We would not like to see that happen, however without current paperwork on file, the center would be out of compliance with Ohio Department of Jobs and Family Services rules and regulations for child care centers.

## Time Off/Illness Policy

In order to maintain a space in the Village, time off from daycare must be regulated the same way across the board. We encourage you to stick to your planned schedule as often as you can, as routine is very important for children and for families. However, we understand that illness, vacation, or unplanned events may cause your child to not be able to attend daycare occasionally.

Full time students enrolling between January 1 and June 1:

- After three months of attendance, each child is given five days for the calendar year to use for sick/vacation days that they will not be charged for, as long as your account is paid up to date at that point.
- Beyond those five days, tuition is still due for the full weekly amount in order to keep your child's space secured. If you use these days one at a time, your weekly rate will be prorated to reflect that discount. If you plan to use those five days all in one week, we request (but don't require) that you give us as much notice as possible.
- Unused vacation/sick days will not roll over from year to year

Full time students enrolling between June 2 and December 31:

- Each child is given two days for the remaining calendar year to use for sick/vacation days that they will not be charged for, as long as your account is paid up to date at that point.
- Each child will receive five vacation/sick days for each calendar year to follow
- Beyond those two/five days, tuition is still due for the full weekly amount in order to keep your child's space secured. If you use these days one at a time, your weekly rate will be prorated to reflect that discount. If you plan to use those two/five days all in one week, we request (but don't require) that you give us as much notice as possible.
- Unused vacation/sick days will not roll over from year to year

For our part time students (4 days and less), your weekly tuition rates will be the same for as long as the child is enrolled.

Extended leave may be something that is important to you if you are a teacher, or your job gives you more than 2 weeks off at a time. If you are needing a period of more than 2 weeks off, the policy is as follows, for **all** students both part time and full time: 2 weeks off may be taken at half tuition rate. If taking more than 2 weeks, the child would be

withdrawn, and their spot will become available to the next child on the waiting list. If you know when you would like to return, you could pay the new registration fee at that time to secure your spot to re-enroll, along with a \$75/month refundable security deposit. For example, if you are a teacher who is off for the months of June and July, you would pay your enrollment fee in the fall, your child would attend through May, you would withdraw your child and pay a new enrollment fee, plus \$150 security deposit for them to start back up in August. The \$150 would go toward your tuition upon your return. This allows us to fill your child's spot for the two months they will be gone, but secures your spot for the fall.

### **Tips for Easy Adjustment**

The first few weeks in a new setting can cause some anxious feelings from both the child and the parents. We understand those feelings, and want to make sure the transition is as seamless and fun as possible!

- Take time to get acquainted with your child's teacher and the Administrator. When you feel comfortable, your child can feel that and it will help ease their mind.
- Talk to your child positively about school/daycare, and all of the fun things they will be doing here!
- If possible, bring your child into the center to play and visit a little before deciding to enroll.
- If you anticipate separation anxiety, please discuss this with the teacher and Administrator, and decide on a procedure to follow in advance of the first day. Often a simple "Good-bye - I will pick you up this evening! I know you will have a happy day!" is less traumatic than a long good-bye.
- While most children's anxiety will subside throughout the day, sometimes the parents' can linger. Please feel free to call/text to check on your child as often as you would like. Transparency is key to our operation, and we know that this whole process is often harder on mommy and daddy than it is on the child :)
- Visit our parent portal newsfeed for frequent pictures throughout the day, and even some Facebook LIVE on our Facebook page during select activities that you might want to see!! We wish you could all be with us all day, too. So we'll try to make it so that you pretty much are.

## Staff/Child Ratios and Maximum Group Size

Age	Bumblebee Village Ratio	State Ratio
Infants (0-12 months)	1 teacher: 4 children, max 2:9	1:5
Infants (12-18 months)	1 teacher: 5 children, max 2:9	1:6
Toddlers (18-30 months)	1 teacher: 7 children, max 2:12	1:7
Toddlers (30 - 36 months)	1 teacher: 7 children, max 2:12	1:8
Preschoolers (3-4 years)	1 teacher: 11 children, max 2:12	1:12
Preschoolers (4 years - eligible for kindergarten)	1 teacher: 11 children, max 2:12	1:14

Maximum group size is defined by the number of children in one group that may be cared for at any time. Being a smaller center, there will be times where our age groups will be blended - both on purpose for developmental reasons, and by reason of staffing accordingly. **We will always maintain the ratio for the youngest child in any group.** For example, if we have a group of 10 children, and the youngest one is 18 months old, the ratio would be no less than 1:5, even if all of the other kids fall into the larger ratio groups.

Our center is designed to have an infant room (age 0-18 months), which holds 9 children. A toddler/preschool area (age 18 months - 3 years), which holds 7 children. And a preschool room for our older children (age 3+), which holds 11 children. Bumblebee Village strives to be "in-home style", so blending these age groups together when we can is definitely part of our curriculum! We believe that there are important lessons to be taught through interaction with both older and younger children. Learning how to interact with all ages is a great tool to have, and will help with the well-rounded goals we have as a center.

## Transitioning Between Classrooms

As our babies grow up (\*tear\*), it will be time for them to transition between classrooms. The infants will move to the toddler room, and the toddlers to the preschool. Being that we will have blended time together as a daily rule, this should not be a scary or traumatic time for the child. As they approach the age where they will switch rooms, the parent and Administrator will sit down and talk about where the child is developmentally and decide a timeline for the transition. This decision is not based on age alone, but where the child is falling on a number of milestones and developmental progress. Together, the parent and Administrator will help the child move to the new classroom



with ease. The transitioning plan will be documented in a written transition agreement signed by you and the administrator. The center shall document on the attendance records the specific days and times your child is with each group. The transition plan will specify the days and time that your child will be visiting the new classroom and a timeframe for when the child will move permanently to the new classroom.

## Daily Schedules

Bumblebee Village has curriculum throughout the day for every child of every age. These schedules are developed to guide through our operating hours, and provide the parents with an idea of what a typical day will look like. Although we have a schedule for the infants, the teachers follow the individual schedule of each infant for eating, sleeping, and other needs. Diapers will be checked/changed as needed, or at least every 2 hours.

\*These are typical days

### Infants

Infant schedules are flexible and adjusted per the parents' request. This daily schedule is designed to enrich the infant's developmental skills and prepare them to move on to the next stage of development.

6:00 - 8:00	Arrival/Play/Breakfast
8:00 - 8:30	Diaper Changes
8:30 - 9:30	Floor play with favorite toys/Bright baby activities/Group play to develop social skills
9:30 - 10:00	Outdoor play with friends/gross motor skills
10:00 - 10:30	Diaper Changes
10:30 -12:00	Snack/nap time as needed
12:00 - 12:30	Lunch
12:30 - 1:00	Diaper Changes
1:00 - 2:00	Afternoon nap
2:00 - 2:30	Hand washing/afternoon snack/story time/floor play with friends
2:30 - 3:00	Snack
3:00 - 3:30	Diaper Changes
3:30 - 4:30	Outdoor play/gross motor activity

4:30 - 5:30	Hand washing/group activities/bright baby activities
5:30 - 6:00	Diaper Changes
6:00 - 7:00	Prepare for Mom and Dad/Baby's choice of activity

## Toddlers

6:00 - 8:00	Arrival/Play/Breakfast
8:00 - 8:45	Diaper Changes/Table Top Toys
8:45 - 9:00	Circle time
9:00 - 9:15	Interactive songs - finger rhymes
9:15 - 10:00	Art - craft time
10:00 - 10:30	Diaper Changes
10:30 - 11:00	Hand washing/snack
11:00 - 11:30	Outdoor play/gross motor activity
11:30 - 12:30	Hand washing/lunch
12:30 - 3:00	Diaper Changes/Afternoon nap/Quiet time
3:00 - 3:30	Hand washing/Snack
3:30 - 4:30	Outdoor play/gross motor activity
4:30 - 5:00	Diaper Changes/Hand washing
5:00 - 5:30	Story time
5:30 - 6:00	Table toys
6:00 - 7:00	Prepare for Mom and Dad/Free play

## Preschool

6:00 - 8:00	Arrival/Breakfast/Morning Routine **Students do the morning routine as they arrive. The routine is put belongings away, say bye to family, answer the question of the day, sign in & do the table activity
8:00 - 8:30	Circle Time/Story/Music
8:30 - 9:00	Table time - Students pick a table and do the activity on that table. Students are learning various literacy, math, science, art and/or fine motor concepts/skills.
9:00 - 9:10	Potty Break
9:10 - 9:45	Outdoor play/gross motor activity
9:45 - 10:15	Hand Washing/Snack
10:15-11:15	Centers/Small Groups - Students will pick a center they want to work in with a friend or independently; changing centers as they wish. Centers are art, blocks, discovery, library or pretend.
11:15-11:30	Hand Washing/Potty Break
11:30 - 12:15	Lunch/Read - students will eat lunch as a group, and as they finish they are dismissed to read
12:15 - 2:15	Nap/Quiet Time
2:15 - 2:30	Potty Break
2:30 - 3:00	Outdoor play/gross motor activity
3:00 - 3:30	Hand washing/Snack
3:30 - 4:00	Circle Time
4:00 - 5:00	Centers
5:00 - 6:00	Table Time

6:00 - 7:00	Prepare for Mom & Dad/Free Play
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Additional Scheduling - Parents who have not scheduled for child care in advance must check with the office to see if the center has space for their child before they bring their child to the center. If a school age child's school (Kindergarten - Third Grade) is closed due to inclement weather or other emergency situations, the child may stay at the center with authorization from the office.

### **Parent Conferences**

Parent conferences will be conducted, at minimum, annually. Conferences will be planned to accommodate your schedule and can be convened in a few extra minutes before or after pick-up if preferred. At this time teachers will discuss developmental assessments, individual strengths and interests and any concerns, if any.

### **Administrator's Hours**

The administrator will post their hours of availability above the parent board as well as on the newsletter that is handed out at the beginning of each month. The administrator will be on site at least 33 hours per week. In the event that the administrator is out of the center, a designee will be assigned. The name of the administrator designee will be posted on the parent board when the administrator is not available or on site. The administrator has an open door policy and welcomes your questions, concerns, and suggestions with an open mind. Feel free to stop by the office or call at any time!

### **Confidentiality**

At Bumblebee Village confidentiality is valued and maintained. Staff discussion of students, classroom situations, and/or family issues outside of the child care setting is not allowed. Please note that any evaluations, conference notes, etc. for your child are kept in your child's file. Teachers may discuss children or situations with the administrator or amongst each other for guidance and advice. Your child's privacy will be respected and maintained at all times.

## **Teachers**

We require our staff members to receive training and certification in the following areas: First Aid, Communicable Disease, Child/Adult CPR, Recognizing & Reporting Child Abuse & Neglect. In addition, all staff members receive a minimum of 10 hours of training a year in early childhood education.

## **Guidance Policy**

Bumblebee Village strives to promote self control while treating each other with respect, dignity and love. By treating each of our children with these values, we make it clear that it is our expectation of them to do the same. Where each child is unique in their behaviors and learning styles, we believe that the baseline for all disciplinary action should be Positive Reinforcement (commenting on doing the “right” thing), and Positive Redirection (removing the child and giving them an appropriate activity). Children face many challenges throughout their lives including learning acceptable behaviors and being able to regulate their own behaviors in different social and emotional environments, or when interacting with their peers or adults. At Bumblebee Village, we aim to influence a child’s behavior rather than control it. Our staff uses appropriate strategies to guide children to recognize, manage and learn from their behaviors and express emotions in positive, non-threatening and productive ways. These are the techniques that will be used at Bumblebee Village.

Our program works to prevent problem situations from occurring in the following ways:

- Establish clear, consistent, and simple limits, always stated in a positive way.
- Focus on the behavior, rather than the child.
- To clarify and reinforce limits - simple reminders are helpful to young children.
- Model problem-solving skills.
- Redirect.

Staff will not impose punishments for failure to eat, sleep, or toileting accidents **and** under no circumstances will any other derogatory or corporal methods be tolerated. The guidance policy applies to all staff and parents at the center.

Repeated behavioral concerns are discussed with parents and every attempt will be made to work together with the parents and the child to correct the behavior. This most likely will result in a collaboration effort to develop and implement a behavior management plan.

If a situation arises where a child is consistently demonstrating challenging behavior, where, the child in question is preventing childrens' learning and development and success at play or endangering himself, peers, or staff it may become necessary to disenroll the child. Every attempt will be made to work with the child and the parents to correct the behavior. An individualized behavioral management plan will be devised and implemented that supports the child's inclusion and success. The administrator or director would be in communication with the parents prior to this occurring.

**Bumblebee Village Individualized Behavior Management Plan is as follows:**

1. Parent will be notified of intent to begin a behavior management plan.
2. Child's behavior (both positive and negative) will be documented on an ongoing basis for a length of time, determined at initial notification to parent.
3. A meeting will be scheduled between parent, teacher, and administrator to discuss child's recorded behaviors and a plan will be put into action.
4. With the plan in place, the teacher will implement guidance techniques, to improve the child's challenging behaviors.
5. The behaviors, techniques and results are documented by the teacher. The parents will be notified regarding their child's progress.

If a situation arises where a child is consistently endangering themselves, peers or staff it may become necessary to disenroll the child. The safety of every child is always our primary concern. The administrator would be in communication with the parents prior to this occurring. If there comes a time when our efforts aren't enough, other useful resources will be made available to the parent. Please note that Bumblebee Village reserves the right to remove any child whose behavior is compromising the health, development or safety of any person in our program.

The disciplinary policy applies to all staff and parents while they are at the center. All staff members have signed and acknowledged our guidance policy. AT NO TIME WILL CORPORAL PUNISHMENT BE TOLERATED FROM STAFF OR PARENTS ALIKE.

**Child Abuse Reporting**

All Bumblebee Village employees are mandated reporters of child abuse. If staff is suspicious that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

## **Meals & Snacks**

Bumblebee Village provides well balanced hot lunches daily, as well as two nutritious snacks. Parents are welcome to pack their child breakfast, as long as they are arriving at the center by 8:00am. We fulfill all USDA standards and good health guidelines. A rolling meal plan will be provided when your child is enrolled. The charge is \$3.00 per meal and is included in your tuition. All snacks and beverages will be provided by Bumblebee Village.

We believe that meal/snack times are an excellent learning opportunity as well! Our staff will work on table manners, providing a calm and natural family-style eating environment that simulates an at-home space. Saying “please” and “thank you”, having conversations, and eating with utensils are all habits that will be practiced daily. Our staff will sit with the children to work on these skills and have an enjoyable meal or snack.

Breakfast time is over at 8:00am. Please have your child at Bumblebee Village prior to 8:00am if you wish for them to eat breakfast. If your child arrives after 8:00am with a packed breakfast, we ask that parents sit with the child in a designated area to eat the breakfast so that it does not interfere with the start of daily activities. When your child has finished eating he is welcome to join the group.

For infant formula or breast milk, premade bottles must be provided to the center, and clearly labeled with the child’s name, and date of preparation.

**\*\*Breastfeeding mothers are always welcome to use our staff break room or administrator’s office for pumping or feeding.**

## **Field Trips/Transportation of Children**

Parents will be notified in advance of all field trips. We will need written permission for child participation on scheduled field trips. A permission slip will be sent home, and will need to be signed, dated and returned to the center if the parent would like the child to participate. If you wish for your child not to participate in any given field trip, a staff member will remain at Bumblebee Village to care for them. They may be combined with another classroom depending on scheduling. Arrangements will be discussed with the parents in advance. We always welcome and encourage parents to join us on our field trips!



All of our child:staff ratios will be maintained on field trips, as well as having a strict headcount procedure in place. Headcounts will be done prior to leaving for the field trip, upon arrival, and before departure back to the center. Headcounts will also be conducted throughout the field trip if necessary. Each child will also have a card pinned to them with the center name and information on it, in the unlikely event that they would get lost.

Most field trips will take place within walking distance of the center. However, in the event that we require transportation, Bumblebee Village will contract out to Medina's public transportation. Water will always be made available during our field trips, and plenty of photos will be taken to share with our parents back home! Lastly, we will not be participating in any swimming activities in water deeper than 2 ½ feet.

### **Accidents/Emergencies/Evacuation Plan**

We engage in monthly practice drills to prepare the children and staff for emergencies. If the children are not able to safely re-enter the building, our emergency destination that the children will be taken to is the grassy lot West of Hunter Insurance located at 703 N. Court St. A sign will be posted on the center door indicating that we have been evacuated and the location where you can pick up your child. Parents will be notified as soon as possible and asked to pick up their child at this alternative location as soon as possible. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information. The telephone number for Hunter Insurance is 330-725-4543.

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, tornado, or earthquake, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and procedures to be followed to assure that children have arrived at the designated spot. In order to prepare the children, Fire drills, Earthquake, & Tornado drills are conducted monthly.

In the unlikely event that there would be an environmental threat or threat of violence, the staff will secure the children in the safest location possible, contact 911 and follow the directions given by the proper authorities. We would contact the parents as soon as the situation allows. An incident report would also be provided to the parents as soon as possible.

All of our child care staff members have received training in Child Abuse, First Aid & CPR, and Communicable Diseases. Each room has a telephone that can directly dial 911 in an emergency, and the phones also serve as intercoms for in-center communication at all times. If your child should have a minor accident/injury, staff will administer basic first aid and TLC. An incident report will be filled out and given to the person present at the time of pickup to inform you of the circumstances of the injury, and to be signed and dated. Once the report is signed and dated, copies of the report will be given to the person picking the child up, to the classroom teacher, and the original copy will go in the child's file in the office. Bumblebee Village will not transport children in emergency situations. In the event of a life threatening emergency or serious illness/injury, the center will apply first aid, call 911, and contact the child's parents/guardians. If a serious medical emergency occurs that is not immediately life threatening, we will contact the parents/guardians and physician for further instructions. If a parent is unavailable to take their child to a hospital, we will arrange to have the child transported to the nearest hospital through our local EMS. A staff member would accompany the child to the hospital with all available health records. Staff may not transport children in their own vehicles. Only parents or EMS will transport.

### **Outdoor Play**

Research has shown that children stay healthier when they partake in daily outdoor play. Based on this information, the ODJFS requires that outdoor play be included in our program on a daily basis, weather permitting. It is our policy that children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 90 degrees. We will shorten the amount of time outside when the temperatures are very warm or very cold. We will adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days when outdoor play is not possible due to these weather conditions, the children will have fun participating in gross motor activities (hula hoops, dancing, exercising, etc.) indoors. Please remember to send your child in with the proper clothing so they may be comfortable and safe whenever we are outside. If they do not have the appropriate clothing for outdoor activities a note may be sent home to remind you as your child will not be able to participate if they do not have the appropriate attire.

### **Swimming Information**

During the summer months, water activities at the center include use of hoses, sprinklers, and kiddie pools (less than 24 inches deep) on the Bumblebee Village playground. Staff will be actively supervising children at all times. Parents will be asked

to sign and date permission slips prior to children engaging in water play with standing water. If you do not fill out this form, your child will not be able to participate in these water activities. Permission slips are valid for one year. Please remember that your child will need to have a bathing suit and towel to participate! The Request for Administration of Medication for the sunscreen can be found in the enrollment packet. You must let the center know and fill out a Request for Administration of Medication for the exact type of sunscreen that you will be providing for your child. The form is valid for one year. If your child burns easily and you would like them to wear a lightweight t-shirt over their bathing suit or a hat please provide one and let the teacher know your wishes. Precautions are taken to ensure that communal water play does not spread infectious disease. No child drinks the water. Children with open sores are not permitted to play. Fresh water is always used.

### **Management of Illness**

We will do our best here to prevent the spread of illness and provide children with a clean and healthy environment. We observe all children as they enter the center to quickly assess their general health. We ask that you do not bring a sick child into the center; they will be sent home! However, we realize that children become ill from time to time. If your child becomes ill while at Bumblebee Village, you will be asked to make arrangements for your child to be picked up within one hour. If the child is not picked up within the specified timeframe a late pick up fee will be charged.

If this is your child's first group care experience, it is possible that they may experience more frequent illnesses in the beginning before their immune system becomes more active.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Has a temperature of 100.0° F or higher in combination with any other signs of illness
- Has diarrhea (more than three abnormally loose stools within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Displays difficulty or rapid breathing, abnormal wheezing, or rapid respiration
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain

- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Has head lice or nits (even if hair has been treated), scabies, or other parasitic infestations
- Vomiting more than once or when accompanied by any other signs of illness (cramping, nausea, fever, etc)
- A sore throat or difficulty swallowing
- Has an earache, discharge from ear, or is pulling at ears

All communicable disease outbreaks will be posted immediately on the parent board in the lobby and a letter will be sent home. Children often contract illnesses and communicable diseases from sources other than Bumblebee Village. If you know that an illness or communicable disease exists in which you might come in contact, avoiding that contact if possible will benefit your child as well as Bumblebee Village (i.e. your child is visiting Grandmother and your cousin is also visiting but has pink eye).

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick up the child. Any time a child is isolated, they will be kept within sight and hearing of a staff member. The cot will be washed and disinfected before being used again.

### **Returning to Bumblebee Village after an illness**

Bumblebee Village requires your child to remain home at least 24 hours from the time of the occurrence of illness. Your child should be free of fever and other symptoms for at least 24 hours before returning to the center. If your child requires an antibiotic, they may return after 24 hours of initial administration of the first dose. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

### **Medication Policy**

If you want the center to administer a medication, ointment, cream, etc. you must fill out a ODJFS 01217 Request for Administration of Medication form, which does require a licensed physician or licensed dentist to complete a section before medication can be administered. Once the required paperwork is completed, return it to the front desk along with the medication.

Please note:

1. Request for Administration of Medication forms are only valid for twelve months from the date on the form or until the date that the licensed physician or licensed dentist writes as the expiration date, whichever is a shorter time frame.
2. A Request for Administration of Medication form needs to be completed for each medication, cream, ointment, lotion, etc. that the child may need.
3. Currently the only topical we do not have a licensed physician sign off on is Sunscreen.
4. No medication shall be administered to mask symptoms (Ex. Tylenol may not be given to mask a fever).
5. If a child has a health condition, a JFS 01236 Child Medical/Physical Care Plan for Child Care would be filled out and kept on file. If a medication, cream, ointment, etc. is required due to this health condition then a Request for Administration of Medication form would be completed as well.

Prescription medications must be in their original container and have the original prescription label from a commercial pharmacy. They should contain the child's name, current date (within the last 6 months), an exact dosage to be given daily and the route of administration. We require that both boxes of the Request for Administration of Medication form to be completed and signed by the parent/guardian and a licensed physician or licensed dentist before administering the medication.

Non-prescription topical ointments, creams, Chapstick, lotions, or over the counter medications must also be administered in accordance to the label instructions. We require that both boxes of the JFS 01217 Request for Administration of Medication form to be completed and signed by the parent/guardian. Authorization for the administration of ointment, cream, or lotion may be cancelled by written request of the parent/guardian at any time.

Insect repellent may be used on children 6 months and older ONLY.

WHEN PUBLIC AUTHORITIES RECOMMEND. Administration of Medication must be completed.

All medications will be stored in the kitchen, which is inaccessible to the children. Medicine will be placed in a medication box located in the kitchen refrigeration is required. Medications may NOT be stored in a child's cubby, locker, etc.

If you have any other questions concerning our medication policy, please feel free to talk to an administrator to help clarify any questions or concerns you may still have.

### **Food Supplements or Modified Diets**

If your child requires a food supplement or a modified diet, you must secure written information from your licensed physician regarding this. Please speak to the administrator for more details regarding this as additional paperwork is required.

### **Sanitary Health Care Policies**

We realize that our children are counting on us to help them stay healthy and to keep ourselves healthy. We adhere to strict sanitation procedures in order to maintain a clean, healthy environment.

#### *Hand Washing Policies and Procedures:*

Bumblebee Village staff, associates and children who are developmentally able to learn personal hygiene are taught hand washing procedures and are periodically monitored. Hand washing is required by all staff, volunteers, and children when hand washing would reduce the risk of infectious disease. Bumblebee Village assists children as needed to effectively complete the task. Children wash independently or with staff assistance.

Children and staff wash hands:

- Upon arrival
- After diapering or using toilet
- After handling bodily fluids (blowing/wiping nose, coughing, blood, vomit) in which there are additional procedures
- Staff wear gloves when contamination with blood may occur.
- Before meals and snacks
- Before preparing food
- After handling raw food that requires cooking
- After playing in the water shared by two people
- After handling pets, animals or any materials such as sand, dirt or surfaces that might be contaminated by contact with an animal
- When moving from one group to another that involves contact with infants and toddlers

Adults also wash their hands:

- Before and after feeding a child
- After assisting a child with toileting and after garbage or cleaning

Proper hand washing procedures are followed by adults and children and include:

- Using liquid soap and running water
- Rubbing hands vigorously for at least 10 seconds including back of hands, wrists, between fingers under and around any jewelry and under fingernails; rinsing well and drying hands with a single use towel ( paper towel or air dryer).
- Gloves may be an optional supplement , but not substitute for any required hand washing situation

*Soiled Laundry:* In order to reduce the chances of spreading infections, we do not launder children's soiled clothing. All items will be placed, without rinsing, in a sealed, moisture-proof bag and returned to parents. In the event of an accidental wetting, the child will be dressed in his/her extra change of clothing. Please have an extra change of clothing in your child's cubby for this purpose.

### **Supplies**

Bumblebee Village will provide school supplies for all classrooms. We will also provide all toddlers and preschool children with one blanket (approximately crib size), a pillow, and a fitted crib sheet for their rest cots. Their sheet, pillowcase, and blanket will be assigned to them, and washed weekly or as needed. Each child has their own rest cot. The children are not forced to sleep on their cots; however, they are required to stay on their cots during rest time. You are welcome to bring a favorite blanket or "lovey" from home for naps.

For infants, the center will provide crib sheets, a light receiving blanket and bibs for eating purposes. We are only allowed to place one light receiving blanket in the crib with your infant. We require all infants have 2-3 complete changes of clothing (appropriate for the season), bibs used for other than feeding (drool bibs), and pre-made bottles labeled with child's first and last name. All bottles need to be taken home daily to be cleaned and sanitized. The center will provide diapers and wipes as part of your tuition cost! If you wish to have your child use a specific brand, you will need to supply them to the center.

For children who are in diapers and/or potty-training, diapers/pull-ups, and wipes are included in your tuition.

Parents need to supply any diaper creams and names should be clearly marked on the label after filling out a JFS 01217 Request for Administration of Medication form.

In order to have healthy, happy bodies, we get fresh air every day; even if it's for a fire drill, or stretching our legs in our outdoor play space. Therefore, it is very important your child comes to Bumblebee Village prepared for Ohio's unpredictable weather. Please keep the following items in your child's cubby during the school year:

All year:

- A complete change of clothing (child's name on each article)

Fall and Winter months:

- A coat with a hood, or a hat
- Gloves or mittens
- Boots
- Snow pants (optional)

Spring and Summer months:

- A coat with a hood, sweater, or sweatshirt
- Sunscreen
- If participating in swimming, a bathing suit and towel

Please dress your child in comfortable clothing every day that is relatively easy for your child to manage, particularly when they are using the restroom. The children will not be allowed outside during thunderstorms, storm warnings or other dangerous weather conditions. If this is the case, we will participate in indoor large muscle activities in our indoor fitness area.

All required items from home should be labeled with your child's first and last name. Bumblebee Village is not responsible for items not labeled.

**\*\***We encourage sharing in our classrooms, so please help us reinforce that if your child brings a toy to share, it will be shared with the other children, or it will be removed and kept in the child's cubby for the day. Bumblebee Village can not assume responsibility for loss or damage of any personal possessions a child may bring to the center. We



engage in peaceful play, and request that no “toy weapons” are brought into the center at any time.

### **Release of a child**

Your child shall only be released to people authorized by a parent/guardian. Bumblebee Village will not release a child to anyone other than the designated adults listed on the Bumblebee Village Policy of Release of Children and Permitted Persons Form. The parent/guardian must list authorized adults who have permission to pick up your child. Children will be released only to those persons whose names are listed. Identification will be required. If identification is not available, under no circumstance will a child be released to any person not recognized by office administration. Parents must advise the office administration in advance if a person not listed on the “Policy of Release of Children and Permitted Persons Form” form is to pick up their child.

*Custody Agreements:* If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a person access to their child without proper documentation.

We look forward to having you join our Village!! As always, please feel free to call or email us with ANY questions or concerns.

[info@bumblebeevillage.com](mailto:info@bumblebeevillage.com) or 330-591-0141

**PARENT HANDBOOK RECEIPT AND ACKNOWLEDGMENT FORM**

I acknowledge that I have received the Bumblebee Village Parent Handbook, that I have familiarized myself with its contents, and that I will comply with the policies contained therein.

Also, when my child graduates or withdraws from Bumblebee Village, I agree to return all Company property in my possession, and that the value of any property which I fail to return may be reduced from any pay due and owing to me.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian